

DEPARTMENT OF BENEFIT PAYMENTS

June 20, 1974

ALL-COUNTY LETTER NO. 74-110

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STATE SUPPLEMENTAL PROGRAM - NONMEDICAL OUT-OF-HOME CARE

REFERENCE: EAS Manual Section 46-325.3

This letter is to provide revised instructions for certification of nonmedical out-of-home care as required by EAS Manual Section 46-325.3. These instructions are effective immediately and this letter supersedes our previous instructions to counties dated December 26, 1973.

The revised instructions are based upon recent agreements with the Social Security Administration and the Department of Health, and provide for key simplifications in county certification procedures. The major changes are:

1. SSA District Offices may send SSA 1620 certification requests directly to the Social Services Bureaus or sections of the County Welfare Departments who may maintain their own files without the involvement of the income maintenance section;
2. The SSA District Offices will originate a Form SSA 1620 at the time of their annual redetermination of eligibility which is required by federal regulation 20 CFR 416.222;
3. The Department of Health's Regional Centers and Community Services Sections will certify need for out-of-home care for recipients or applicants for whom they are providing services;
4. The state hospitals will process SSI/SSP applications for patients prior to release from the hospital.

GENERAL PROVISIONS

The W&I Code provides that an aged, blind or disabled eligible applicant or recipient whose need for nonmedical out-of-home care is certified will receive a total benefit of \$283 per month, including a minimum amount of \$33 for the exclusive use of the recipient in meeting his personal and incidental needs.

OBSOLETE
Superseded by ACL #77-15
Issued 3-17-77



These benefits are paid in the recipient's regular SSI/SSP check issued by the Social Security Administration. The counties, however, are responsible for certifying the recipient's need for nonmedical out-of-home care. County welfare departments will be reimbursed by the SSA for 100 percent of their costs relating to this certification activity.

Pending the adoption of the new regulations, the criteria for determining the need for out-of-home care will continue to be Manual Section 30-260 and 30-265, except as it relates to level of care. Since the SSP program has only one payment standard for out-of-home care, the determination of level of care is not required.

REFERRAL FORM, SSA 1620

Counties will certify the need for nonmedical out-of-home care to the local SSA District Office by using Form SSA 1620. This form, which is used by counties and SSA for other purposes, is printed by SSA. As now arranged, SSA will distribute the forms to their district offices, who in turn will provide supplies to the county welfare departments.

COUNTY RESPONSIBILITY - GENERAL

Each county welfare department is responsible for maintaining a file of the SSA 1620 certifications for those SSI/SSP recipients who reside in the county and who have need for nonmedical out-of-home care. As explained below, assistance will be provided by the state hospitals, the Community Services Section and Regional Centers of the Department of Health, but the CWD local file must be maintained in order that SSA 1620 requests may be referred to the appropriate agency. The county director shall designate a unit to receive the requests from the SSA local office and provide prompt return of certifications.

NEW APPLICATIONS

The SSA District Office will initiate a request for certification by completing Item 4. e. on Form SSA 1620. The SSA will complete the form in triplicate, sending two copies to the county. Upon receipt of Form SSA 1620, the designated county unit will request a social service determination of need for out-of-home care. The social service worker will complete the certification by marking either "yes" or "no" in Item 6. a. and sign as "Certifying Officer" in Item 6. The services supervisor shall sign as the "Authorizing Officer" in Item 9. The effective date (in Item 6) will be the date that the change in living arrangements is effective. One copy of the certification is sent to the SSA District Office. A copy is maintained in the county welfare file.

PATIENTS LEAVING STATE HOSPITAL

Applications For SSI/SSP

The Department of Benefit Payments and the Social Security Administration have agreed to a procedure which will permit the state hospitals to initiate an application for SSI/SSP benefits for a disabled, blind or aged patient who is leaving the hospital for nonmedical out-of-home placement. This procedure replaces the process explained in EAS Manual Section 40-163 and 40-167.

Department of Health Responsibilities

When it is determined that a state hospital patient is ready for placement in nonmedical out-of-home care, the state hospital initiates an SSI/SSP application on behalf of the patient, provides medical/psychiatric data and requests the assistance of the Regional Center or the Community Service Section in the placement of the patient. The state hospital sends the application, and the medical/psychiatric data directly to the SSA District Office.

The SSA District Office will determine the person's eligibility for SSI/SSP. When eligibility is established, an SSA 1620 request for certification of need for nonmedical out-of-home care will be sent to the state hospital trust officer. He will forward it to the appropriate Regional Center or Community Service Center placement worker who will complete the certification and send one copy directly to the SSA District Office. The placement worker will also mail a copy directly to the welfare department of the county in which the recipient will reside.

County Welfare Department Responsibilities

The CWD shall maintain a file of these 1620 certifications. When the SSA District Office sends an SSA 1620 annual review request for one of this group of former state hospital patients to the county welfare department, the county shall follow the procedures described under recertifications below.

RECERTIFICATIONS

The SSA District Office will originate a Form SSA 1620 at the time of their annual redetermination of eligibility, which is required by federal regulations 20 CFR 416.222, and send it to the county where the SSI/SSP recipient resides. If the county file indicates a previous certification by the Community Services Section or Regional Center, the SSA 1620 is sent to them for completion. They will send the original recertification directly to the SSA District Office and a copy is returned to the county welfare department for filing.

CHANGES IN LIVING ARRANGEMENT

It is the recipient's responsibility to inform the appropriate SSA District Office of any changes in living arrangement. However, upon notice of change of address from any source, the county shall redetermine the recipient's continuing need for nonmedical out-of-home care according to the same procedure as used for recertifications and report this determination to the SSA local office. Should the recipient notify the CWD of a change in living arrangements, the county will initiate and send Form SSA 1620 to the local SSA District Office, as described under "Recertifications." A new address of a recipient is to be entered in Item 7. When the need for nonmedical out-of-home care terminates, the county marks "no" in Item 6. a., and indicates the effective date of the change.

The county shall send SSA 1620 forms reporting changes in address of Community Service Section and Regional Center clients to those agencies who will redetermine the need for nonmedical out-of-home care. They will use the same procedures as described in "Recertifications" above.

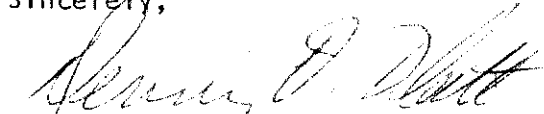
When a Community Service worker makes a change in placement or learns of a change of address of a CSS client, the CSS worker will initiate an SSA 1620 certification. One copy will be sent directly to the SSA District Office and one copy to the county welfare department for their record.

The County Welfare Department's Social Service Section shall be responsible for other recertifications which do not involve Community Services or Regional Centers.

The county shall prepare the form in duplicate, completing Items 1, 2 (identification heading), 6. a. and 9. The county shall send the original of Form SSA 1620 to the local SSA District Office, and retain a file copy.

If you have any questions regarding these instructions, please contact the Adult Program Management Branch at (916) 322-2676.

Sincerely,



DENNIS O. FLATT
Deputy Director
Welfare Program Operations

cc: CWDA